



## City of Austin - JOB DESCRIPTION



### Art in Public Places Coordinator

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(50) Para-Prof
<b>Class Code:</b>	10661	<b>Salary Grade:</b>	ED5
<b>Approved:</b>	May 14, 1999	<b>Last Revised:</b>	January 31, 2008

#### Purpose:

This position is responsible for the coordination and management of public art projects within the Arts in Public Places Program including selection and commission of artists, contract management, and public education of the Arts in Public Places program and initiatives.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Acts as liaison between artists, architects, contractors, developers, city departments and community groups in the selection of artists and commissioning of public art projects.
2. Recommends, develops, and disseminates Calls to Artists for public art project opportunities. Conducts selection process for artist and artwork by recruiting qualified jurors, scheduling meetings, preparing materials for review, providing orientation for participants and facilitating interviews, discussions and selection.
3. Identifies and oversees maintenance needs of the public art collection to include annual assessment of the collection and manages contracts for the repair of artworks.
4. Manages artwork donation process (from proposal to installation) and coordinates with user departments and stakeholder groups.
5. Design and oversee production of invitations, brochures, presentations and web materials. Fields inquiries about the program or particular public art projects. Recruits program participants and provides education through programmatic outreach efforts.
6. Manage contracts and monitors compliance of insurance and engineering requirements.
7. Responsible for all phases of contracts with artists to include draft, negotiation, execution, and administration. Manages project artwork budget and provides updates to CIP project managers.
8. Develops and maintains paper and electronic files, databases, visual archives, publicity materials and web resources.
9. Provides information as needed to the Art in Public Places Panel and Austin Arts Commission and in turn, implements program recommendation. Provides correspondence with applicants and other program participants.

#### Responsibilities - Supervisor and/or Leadership Exercised:

None.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of Federal, State, Local laws and ordinances.
- Knowledge of city practice, policy, and procedures.
- Skill in oral and written communication.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in data analysis and problem solving.
- Skill in planning and organizing.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to train others.
- Ability to quickly recognize and analyze irregular events.

#### Minimum Qualifications:

Graduation from an accredited four-year college or university with major course work in a field related to Fine Arts, Arts Administration, Art History plus two (2) years of experience in a field related to administering/coordinating public art projects, gallery management or fine arts management.

#### Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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